
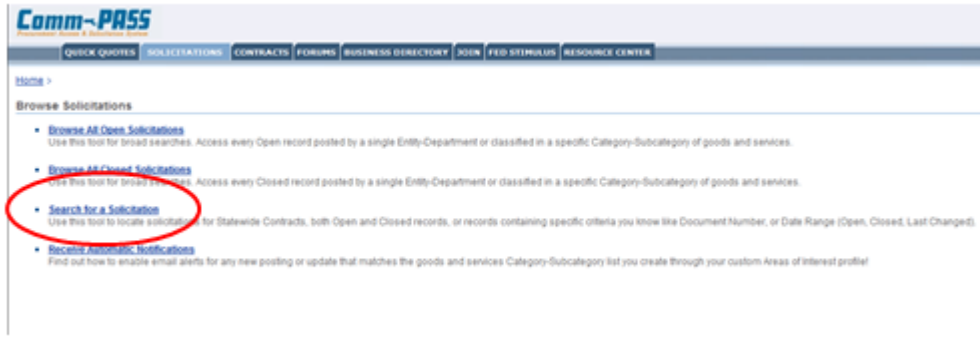




## Job Aid: How to Search for an Open Solicitation

**Please Note:** You do not have to be logged in to perform this task. You do have to be logged in to Track an Open Solicitation on your Comm-PASS desktop.

| Step | Screenshot   | Directions  |
|------|--|---|
| 1    |    | Select the <b>Solicitations</b> tab.              |
| 2    |  | Select the <b>Search for a Solicitation</b> link. |



## Job Aid: How to Search for an Open Solicitation

### Step

### Screenshot

### Directions

3

Select Open in the dropdown menu for **Document Status**.

Select the **Search** button.

4

Select the search results hyperlink that appears at the top of the page.



## Job Aid: How to Search for an Open Solicitation

**Step****Screenshot****Directions****5**

| Close Date | Document Number         | Title  | Status | Last Changed | Amendment Deadline | View |
|------------|-------------------------|--|--------|--------------|--------------------|------|
| 09/30/2014 | VEH91                   | ANNOUNCEMENT ONLY: Sodium Chloride (Road S...  | OPEN   | 12/16/2009   |                    |      |
| 03/01/2010 | HL502designatedMEMA     | ANNOUNCEMENT ONLY: Disaster Debris Monitor...  | OPEN   | 12/11/2009   |                    |      |
| 02/19/2010 | ITS42                   | Software Reseller                              | OPEN   | 12/16/2009   | 02/02/2010         |      |
| 01/14/2010 | GRO26                   | ANNOUNCEMENT ONLY: Bottled Water, Emergen...   | OPEN   | 11/10/2009   |                    |      |
| 01/13/2010 | IT Services RFR ITS4... | IT Services RFR ITS43 Staff Augmentation       | OPEN   | 12/15/2009   | 12/23/2009         |      |
| 01/07/2010 | ITS43 Technical Spec... | IT Services RFR ITS43 Technical Specialists    | OPEN   | 12/08/2009   | 12/08/2009         |      |
| 12/31/2009 | ITS40DESIGNATEDIDT      | Computer Associates Software and Services      | OPEN   | 09/15/2009   |                    |      |
| 12/31/2009 | ITS41DESIGNATEDIDT      | IBM Software and Services                      | OPEN   | 09/16/2009   |                    |      |
| 12/31/2009 | HSP32                   | Announcement_WTO_Notice Healthcare Equipmen... | OPEN   | 09/20/2009   |                    |      |
| 12/31/2009 | FAC66                   | ANNOUNCEMENT ONLY: Outdoor/Landscaping App...  | OPEN   | 12/16/2009   |                    |      |
| 12/04/2009 | FAC TEST 1              | Test - Recycling Containers & Compost Bins     | OPEN   | 07/09/2009   | 07/09/2009         |      |
| 12/22/2009 | HSP31                   | Dental Supplies, Equipment and Related Ser...  | OPEN   | 12/23/2009   | 12/16/2009         |      |

The column headers allow you to sort the solicitation records.

Select the Eyeglass icon to view a specific Solicitation record.

Note: Pay attention to Amendment Deadline Dates and Close Dates, as they will help you to adhere to timelines.

**6**

| Document Number: ITS42  | Issued By: Operational Services Division / IT and Office Procurements |
|---|---|
| Document Title: Software Reseller   | Document Status: OPEN   |
| Estimated Value (US\$): 1,000,000,000.00  | Estimated Date: Not Available   |
| Open Date: 12/16/2009 04:00PM   | Close Date: 02/18/2010 02:00PM  |
| Amendment Deadline: 02/02/2010 02:00PM  | Last Changed Date: 12/16/2009 04:00PM                                 |
| Comm-PASS Category: Information Technology - Related Equipment, Services & Supplies / SOFTWARE-Packaged   |   |
| Issuing Organization: Operational Services Division / IT and Office Procurements  |   |
| Procurement Type: Open to All Eligible Public Entities  |   |
| Applicable Procurement Law: MGL c. 7, § 22, c. 30, § 51, § 52, 801 CMR 21.00  |   |
| For Statewide Contract: Yes   | Contains Federal Stimulus: No   |
| Contains AMP: Yes   | Contains Prompt Pay: No   |
| Search Key Words: statewide, ITS42, Marge MacEvitt, software, packaged, training, customization, implementation, installation, maintenance, support   |   |
| Description: The Commonwealth of Massachusetts through the Operational Services Division (OSD) is soliciting bids for a Software Reseller. The RFR is being issued on behalf of the states of Maine, New Jersey, New York, Rhode Island and Vermont as part of a joint procurement effort to procure a software reseller. Bids will be accepted for a period of 30 days from the date of issuance of the RFR. |   |

You can track any Open Solicitation on your Desktop when you are logged in by selecting the **Track Solicitation on My Desktop** link.